


Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. Public Body Name & Numeric Code: Agriculture and Consumer Services 301	4. Point of Contact: Office of Plant and Pest Services
2. Database Title: Monthly highlight report.mdb	5. Phone Number: 804-786-3515
3. Database Acronym: N/A	6. Signature & Date: 3/25/02 

7. Database Description and Contents: <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</i> The Monthly highlight report.mdb database is a compilation of the monthly activity reports submitted by the regional offices of the Office of Plant and Pest Services. There are no known restrictions to public access to the database. Note: <i>Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i>	
8. Date of Last Update: 2/6/02	9. Frequency of Update: ___ Daily, ___ Weekly, ___ Monthly, Other: As needed
10. Formats Available and Schedule of Fees: <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i>	

a. <u>Format</u> One paper hardcopy Additional copies 3.5 inch diskette of the database (MS Access 97)	b. <u>Cost</u> No cost \$0.02/page, plus personnel time for each additional hardcopy. No charge
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Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-8000 (Attn: Mary Clark). (January 2000).